



Public Library Advisory Board Manual Overview

TEXAS STATE LIBRARY AND ARCHIVES COMMISSION

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WELCOME AND FIRST LET US KNOW...

1. Through the online “show of hands...” how many of you have used the previous Handbook?
 - a. Yes, I have used the previous Handbook.
 - b. No, I have not used the previous Handbook.



The Handbook...

- Provides **background** on advisory boards in general and those **community service opportunities available** in advisory boards
- **Defines** what a library board is
- Helps board members **understand** their **positions** in the context of current public library philosophy and practice **in the United States**
- Helps board members **understand** the context of a public library **the state of Texas** organization and practice in



- Seeks **to explain** board member **processes** to encourage interested individuals to join and participate in the important act of giving and providing service to local libraries
- Helps board members **understand their roles and responsibilities** as members and/or officers of the board
- Helps board members **realize** that they are part of **a vast network** of persons, institutions, and associations committed to the ideal that a democracy is most appreciated and best served by community members empowered by access to, and a free and independent pursuit of, information and ideas



ongoing critical community service. Public libraries in the 21st century must focus on the following: marketing their role in supporting small businesses and community enterprise; marketing

significant role in the support of both informal and formal learning, which now includes a formal educational support role for both in-person and distance learning by their community members.

21st Century Library Roles

- Public libraries today aren't necessarily in new roles, but are emphasizing important community roles that include support for and services that enhance early literacy, such as parent and family programs and services for babies, general outreach to both parents and caregivers, training for child-care providers, school readiness, and academic success
- Public library locations assist in revitalizing community areas through downtown, central, or main street locations, mixed-use settings, commercial, or for-profit locations and joint or contiguous settings
- Public libraries provide critical small business support through access (in library or at desktops) to online subscription content with significant, vetted resources, rather than only broad, web-delivered content.
- Public libraries support and provide workforce development through access to the web, technology, information literacy training, as well as technology hardware and software training and adult literacy initiatives, such as English language training, career workshops, early reading initiatives, employment skills, job identification, and application support



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Public Library Advisory Board x https://www.tsl.state.tx.us/ x

https://www.tsl.state.tx.us/sites/default/files/public/tslac/ld/pubs/plant/State_of_Texas_Board_%20Handbook_Final.pdf

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Advisory Board's Work

- ☐ Attendance and participation in board activities and events
- ☐ Service in an advisory capacity to the governing body in matters that pertain to the library
- ☐ Serving as liaison and representative from the community on library matters
- ☐ Advocating for the library for support from governing entities
- ☐ Supporting public library vision and values, such as intellectual freedom and the right to access content



Advisory Board's Roles and Responsibilities

1. Provide input and recommendations, as invited and appropriate, in support of the governing authority's interviewing and selection of the library director, library director orientation and training, and performance evaluation of the library director
2. Assist the library director in determining the library's vision and mission



3. Participate in short-term, long-term, and strategic planning
4. Advocate for adequate resources
5. Assist in managing resources effectively and efficiently by providing guidance and recommendations to library management
6. Be familiar with and assist the library in communicating around resources, services, and public image

etc.



Public Library Advisory Boards DO

- ☐ Advocate for library support, including seeking support for annual or operational and capital funding
- ☐ Advocate for support for the library for local, state, regional, and national legislative initiatives
- ☐ Promote library services and programs

etc.



Advisory Boards DO NOT

- ☐ Govern the library
- ☐ Hire, manage or fire the library manager/director
- ☐ Hire, manage or fire other library staff members
- ☐ Make decisions concerning policies, budgets, hiring practices, salaries, and other library management tasks and issues



What about you and your Board training?

How often and HOW do you do it?

Who

What

When

Where

Why



The Handbook is designed to provide
you with content to design, maintain
and train your Board.....with

Samples

Templates

Ideas

Methods

Approaches

Processes

To make you successful....

To show you examples....I'm going to go to the
Manual (you don't have to!)



A. Management Documents/Professional Statements

The advisory board should work through the umbrella governing body and through the library director to establish the management documents necessary to conduct advisory board business.

Overview of the Types of Documents Critical to Advisory Board Success

- Orientation manuals including overviews of the library, the library's vision, mission, strategic directions or goals and objectives, recent reports, past advisory board minutes and board reports
- Library plans, including but not limited to, strategic plans, short-term plans, facilities/building plans and snapshot overviews, marketing and public relations plans, and technology plans
- Library advocacy materials
- Budget overviews, including justifications
- Financial documents for grants, fundraising, alternative financing, such as usufruct, wills/estates, and bond funds
- Policies—human resources, public access/use
- Procedures—human resources, public access/use
- Foundation documents that serve to support the profession of librarianship can be found

Management Documents You Should Have; the Board Should Be Aware Of

- Access to Library Resources and Services Regardless of Sex, Gender Identity, or Sexual Orientation: An Interpretation of the Library Bill of Rights
- Challenged Materials: An Interpretation of the Library Bill of Rights

Critical Elements of an Internet Access Policy

- A simple explanation or definition of the Internet
- Relevant federal, state, local, or institutional legislation or policy that governs public access to the web in general or by age of patron/library user such as:
 - *ALA Washington Office*
<http://www.ala.org/ala/aboutala/offices/wo/index.cfm>
 - *The Children's Internet Protection Act*
<http://www.fcc.gov/guides/childrens-internet-protection-act>
 - *Pending Internet Legislation*
<http://www.ala.org/ala/aboutala/offices/oif/issues/issuesrelatedlinks/pendinginternet.cfm>
 - *State Internet Filtering Laws for Schools and Libraries- (including Texas law)*
<http://www.ncsl.org/default.aspx?tabid=13491>
 - *Texas Constitution and Statutes*
<http://www.statutes.legis.state.tx.us/> (search by keyword such as Internet)

Links to Critical Policies

- Adult or underage
- Adult user guidelines (and remote users) with guidelines for what information is needed to register them and to gain access
- Internet safety guidelines and recommendations
- Guidelines for legal and ethical uses
- Conditions of use (length of viewing time, downloading, printing, etc.)
- Confidentiality

A General Outline for Advisory Board Bylaws

ARTICLE I

NAME

As authorized by the (City, county, entity) Charter, xxxx of _____ and xxxx
Ordinance No. _____. The _____
(Often the word "advisory" is used.)

Bylaws Template

ARTICLE II

MEETINGS

Section 1.

The regular meeting of the library board shall be held at a time designated by the board in the library or such other place the board may determine.

Section 2.

Special meetings may be called by the chair or at the call of any two members of the board, provided that notice thereof be given to all board members and the library director.

Section 3.

A simple majority of the members shall constitute a quorum at all meetings of the board. A meeting may be held without a quorum but is identified as such in minutes and board communiqués.

Section 4.

All questions presented for a vote of the library board shall be decided by a simple majority of the quorum. (The vote may or may not include the vote of the chair.)

Section 5.

Any member of the board who misses three consecutive meetings without good cause shall be

A Typical Posting for Open Meetings

Notice of Meeting

_____ Public library board (Use the board's specific title, which may include "advisory.")

Address of Meeting Location

(Simple directions should be included if the meeting is in a nonstandard, atypical, or hard-to-find location.)

Date and Day of Meeting

Time of Meeting

Open Meetings Template

Public Comments

Discussion Items:

- Library Reports
- Marketing Group Report: Review suggestions for marketing library programs and services
- Director's Report: Review library goals and objectives

Action Item:

- Discuss and consider approval of Internet Acceptable Use Policy

Adjournment

C. Resources

American Library Association (ALA)—advocates for the public's interest, supports library professionals in acquiring competencies for current and cutting-edge content, and supports libraries as centers for community culture and lifelong learning. Advisory board members need to be aware of the primary professional library association, ALA to keep up with trends in the profession, as well as having the latest links to legislation and advocacy initiative content at the national and state levels. <http://www.ala.org>

American Library Trustee Association (ALTA)—provides content and support through educational programs for library boards. Although "trustees" or governing boards are the centerpiece of the website, advisory boards will find a great deal of information to meet the needs of all sizes and types of libraries. <http://www.ala.org/template.cfm?Section=alta>

Resources and Annotations of How Librarians Might Use Them

AmeriStat—offers data for planning that expands the advisory board member's area and constituent knowledge-base. Covered in this web environment are U.S. population issues and trends. Graphics and text are used to create an easy-to-use format of population estimates and projections, race and ethnicity, and income and poverty. <http://www.ameristat.org/>

Big Dog—is considered the best HR site on the web. This environment is a complete guide for managers, organizers, trainers and, in general, professionals. Board members can use the leadership materials, as well as extensive tips on meetings, facilitation of groups, and creative thinking.

Thank you for attending!
And don't hesitate to email me if
you have questions on Board
Handbook use!

